

State Print Services



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State Print Services - Background

- In 2017, the Statewide Procurement Division took over management of the State Print Shop Web Portal from the former Council for Competitive Government (CCG).
- This was more of a statutory change in program administration, because CCG operations had been absorbed into SPD.
- In consultation with state print shops and some users, prior to CCG being abolished, SPD determined there was interest in the print shop portal being continued.

State Print Services - Transition

- New interagency agreements were drafted and signed between CPA and state agency print shops.
- State approved print shops are operated by:
 - Texas Correctional Industries (TCI)
 - Texas Department of Public Safety (DPS)
 - Texas Department of Transportation (TXDOT)
 - Texas Department of State Health Services (DSHS)
 - Texas Workforce Commission (TWC)
 - The University of Texas at Austin (UT)
 - University of North Texas (UNT) **added in November 2017.**
- Contact information for the print shops is posted and maintained on the SPD Print Services web page.

SPD Print Contracts

- In addition to the interagency state contracts (962-M2), specialized print contracts are on TxSmartBuy.com.

Contract Number ↑	Contract Description	Contract Type	NIGP Code	Start Date	End Date	Related Items
966-A1	Printing of Business Cards	Term		9/15/2017	8/31/2018	Q Items
966-A2	Custom Printed Decals For Id Card Reel - TIBH	Term		1/3/2006	12/31/2099	Q Items
966-A3	Printing, Custom Continuous and Snap Out Forms	Term	96616	10/1/2014	5/31/2018	Q Items
966-A4	Printed Envelopes, Custom	Term	96631	4/30/2012	2/28/2018	Q Items
966-M2	Print Shop Services	Term	96600	9/1/2017	8/31/2019	Q Items

Who uses state print shops?

- Under the interagency contracts, any state agency or Texas SmartBuy Member entity may contract with a state print shop for services.
- State law encourages agencies to contract with the state print shops operated by other agencies that have excess operating capacity.
- An agency may contract directly with a print shop for jobs valued at less than \$2,500. (This is an increase from the prior contracts' \$1,000 threshold.) This is useful in providing efficiency for an agency that has satisfactorily contracted for a print job previously, and essentially offers a printing spot purchase option.

Submitting bid requests

<https://comptroller.texas.gov/purchasing/programs/print-services.php>


Programs

PRINT SHOP JOB REQUEST FORM

Please fill out as much of this form as possible based on your needs.

Required Fields

 Contact Name

 Phone Number

XXX-XXX-XXXX

 E-mail Address

Agency Name

Select Agency Name

Other Agency (if not listed above)

Job Name/Form #

Proof Requested

☐ Soft proof ☐ Hard proof: color ☐ Hard proof: imposition ☐ Press Check

Due Dates

- For new print jobs, an agency should submit an online bid request through the print shop portal.
- The bid requests should include contact information, specifications for size, quantity, type of product, delivery needs, and completion date so that the print shop can estimate price.
- These bid requests are relayed to the seven state agency print shops to consider bidding for the work.
- Special instructions and specifications may be submitted in a zipped attachment or by email to the seven print shops.

Tabulating Print Bids

- Any state print shop that chooses to bid will email a response by the requested deadline directly to the purchaser.
- The purchaser should use the Comptroller's bid template to evaluate bid responses, and determine an award based on best value to the state.
- For jobs valued at less than the Texas spot purchase threshold of \$5,000, a single award is sufficient to establish best value, however, SPD advises purchasers to seek alternative estimates if they believe that lack of participation from state print shops is not producing a sufficiently competitive environment to generate a low-priced bid.
- When the Texas Correctional Industries (TCI) print shop bids, Govt. Code 479 requires TCI be given the opportunity to negotiate a lower price if it is not the low bidder. (The purchaser is not required to provide other bidders' pricing to TCI prior to final award.)

Making an Award

- When all bids are submitted by state print shops, the purchaser should tabulate bid prices and quantity details on the SPD template and identify the awarded shop. (SPD no longer tabulates bids.)
- The bid tabulation template has a pre-populated tab listing the state print shops and a separate tab for entering commercial print shop bids.
- The completed bid tabulation with award noted should be emailed to stateprintshops@cpa.texas.gov from where it will be distributed to the state print shops.

State Print Shops - Bid Tabulation Grid

Requesting Agency:	TPWD
SPD Requisition no.:	1407190320
Job Title:	XYZ Conference Brochures
Bid Request Submission Date:	9/5/17
Response Due Date:	9/8/17
Response Due Time:	2:00 PM

Award

To:	The University of Texas at Austin
Total:	\$2,500.00
Quantity:	20,000
Best Value Award Notes:	Only needed quantity 20,000; chose lowest bidder

Responding Print Shop	Bids for Additional Quantities			Notes:
	20,000 Total Price	30,000 Total Price	N/A Total Price	
Department of Public Safety	No Bid	No Bid		
Health and Human Services	No Response	No Response		Did not receive a response by 2:00 PM 9/8/17
Texas Correctional Industries	No Bid	No Bid		
Texas Workforce Commission	No Bid	No Bid		
Texas Department of Transportation	\$2,700.00	\$3,400.00		
The University of Texas at Austin	\$2,500.00	\$3,500.00		

Rank by Lowest Bidder

Quantity:	20,000
The University of Texas at Austin	\$2,500.00
Texas Department of Transportation	\$2,700.00
Department of Public Safety	No Bid
Health and Human Services	No Response
Texas Correctional Industries	No Bid
Texas Workforce Commission	No Bid

Rank by Lowest Bidder

Quantity:	30,000
Texas Department of Transportation	\$3,400.00
The University of Texas at Austin	\$3,500.00
Department of Public Safety	No Bid
Health and Human Services	No Response
Texas Correctional Industries	No Bid
Texas Workforce Commission	No Bid

- In this sample bid tab, see the description of the print job and parameters for accepting bids.
- The dollar value for each quantity should be submitted, or No Bid, or No response.
- If multiple quantity options are sought, use the additional boxes to enter bids.
- The spreadsheet will calculate the low bid to assist the purchaser in making a best value decision.


Specialized print jobs

- The state print shops have different types of equipment that offer a wide variety of printing and post-press services, however, some print jobs may not be suitable for them.
- SPD did not develop a replacement term contract that pre-qualified commercial print shops for state agency use.
 - For jobs less than \$5,000, spot purchasing rules with three informal bids apply.
 - For jobs greater than \$5,000 and less than \$25,000, purchasers should submit price requests to CMBL vendors.
 - For large or repeating print jobs, purchasers should post a solicitation for those specific printing services on the ESBD and conduct a one-time buy, or award a term contract.


Problems and Remedies

- If a print job awarded to a state print shop is not completed to the agency customer's satisfaction or delivered on time, the performance issue may be noted in the [Vendor Performance Tracking System](#).
 - Although VPTS reporting is mandated for purchases over \$25,000, it may also be used for purchases for any value.
- Questions about print services:
 - Refer to the FAQ on the State Print Services web page.
 - Email or call the SPD Outreach Team.
 - procurement.info@cpa.texas.gov
 - [\(512\) 463-3034](tel:(512)463-3034), option 1.
 - Contact a state print shop directly to enquire about the services they provide. Contact details are posted on the [Print Services web page](#).


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Purchasing

STATE PRINT SERVICES

Beginning in 2017, the Comptroller's Statewide Procurement Division took over management of the State Print Shop Web Portal from the former Council for Competitive Government (which was dissolved by the 85th Legislature.)

State approved print shops are operated by:

- Texas Correctional Industries
- Texas Department of Public Safety (DPS)
- Texas Department of Transportation (TxDOT)
- Texas Department of State Health Services (DSHS)
- Texas Workforce Commission (TWC)
- University of Texas (UT)
- University of North Texas (UNT)

have contracted with the Comptroller's office to provide a competitive procurement option to state agencies requiring printing services. These interagency contracts eliminate the need for individual interagency agreement contracts for printing services.

Related Links

- [Document Destruction](#)
- [Digital Imaging](#)
- [Electricity Sourcing](#)
- [Mail Services](#)

State Print Services

Print Shop Resources

- [Print Services FAQ \(Doc\)](#)
- [Print Shop Job Request Form](#)
- [Bid Tabulation Template \(xlsx\)](#)
- [Print Shop Contacts \(xlsx\)](#)

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